



Staff Report

TO: City Council
FROM: Kari Mendoza, Administrative Services Director
DATE: May 6, 2025
SUBJECT: Public Hearing on Vacancies to Comply with Assembly Bill 2561

Description This item is being presented in response to Assembly Bill 2561 (AB 2561), signed into law by Governor Newsom on September 22, 2024, in response to new transparency requirements related to staffing vacancies. AB 2561 mandates that public agencies hold at least one public hearing each fiscal year before the adoption of their budgets to report on vacancy levels, evaluate hiring and retention efforts, and allow for participation by recognized bargaining groups. This report includes workforce data for the 2024 calendar year, along with the most current staffing status as of May 1, 2025.

Background and Analysis:

The legislative intent of AB 2561 declares the following:

1. Job vacancies in local government are widespread and a significant problem for the public sector affecting occupations across wage levels and education requirements.
2. High job vacancies impact public service delivery and the workers who are forced to handle heavier workloads, with understaffing leading to burnout and increased turnover that further exacerbates staffing challenges.
3. There is a statewide interest in ensuring that public agency operations are appropriately staffed and that high vacancy rates do not undermine public employee labor relations.

To mitigate these impacts, the law requires agencies to:

1. Report annually on vacancies, recruitment activity, and retention strategies;
2. Identify any policies or practices that may hinder hiring or retention;
3. Provide recognized bargaining groups an opportunity to present during the public hearing; and
4. If any bargaining group vacancy rate reached or exceeds 20% of authorized positions, provide additional data upon request, including applicant volume, hiring timelines, and efforts to improve compensation, benefits, and working conditions.

Failure to comply with AB 2561 may result in an unfair practice charge. Agencies are obligated to present vacancy information annually or, under certain circumstances at the employee organization's request. Employee organizations are allowed to present to the City Council when the vacancy report is presented.

Workforce Overview:

As of May 1, 2025, the City has 252 full-time equivalent (FTE) budgeted positions. Of the 252, 12 are elected or appointed officials. Of the remaining 240 FTE's 81% are represented by bargaining groups. The City's overall vacancy rate is 9%.

Vacancy rates are calculated as follows: Vacancy Rate (%) = (Number of Vacant Positions in an employee group / Total Number of Authorized Positions) X 100. The following table summarizes the City's vacancy rate by employee group as of May 1, 2025.

<u>Represented Employee Groups</u>	<u>FTE's Budgeted/Filled</u>	<u>Vacancies</u>	<u>Vacancy Rate</u>
Police Officers Association	72	3	4%
Police Management Association	4	0	0%
SEIU	106	9	8%
<u>Unrepresented Employee Groups</u>			
PT Temporary Police Cadets	4	3	75%
Executive Contracts	8	2	25%
Manager, Professional, Technical	27	2	7%
Total	221	19	9%

Vacancies:

POA

- 2 Police Officers – 1 candidate in background
- 1 Public Safety Dispatcher –1 candidate in background

SEIU

- 1 Assistant Engineer – Testing 109 candidates
- 1 Building Grounds Maintenance Worker – 1 candidate in background
- 1 Engineering Development Technician – 1 candidate in background
- 5.5 PT Lifeguards – All in background, June 3rd start date
- .5 PT On Call Bus Driver – Reviewing applicants

Unrepresented

- 3 PT Temporary Police Cadets – Reviewing applicants

Chief of Police, Executive Recruitment – June candidate announcement
Community Development Director – Council is being presented with an employment contract tonight, anticipated start date in 2-3 weeks.

Vacancies within the City arise from a range of factors including retirement, internal promotions, resignations, and terminations. Since January 1, 2024, the City has hired 36 full-time positions and 18 part-time positions. Human Resources staff managed 68 recruitments and reviewed 2,678 applications, demonstrating consistent interest in City employment opportunities.

Employee Separations:

Since January 1, 2024, 35.5 full-time equivalent employees have separated from the City. The reasons for departure were as follows:

- 8 employees retired
- 8 employees were involuntarily separated, including 2 who resigned in lieu
- 4 temporary seasonal employees were laid off
- 10 employees left for other municipal positions offering higher pay or promotional opportunities
- 2 employees left the State
- 2 employees left due to the commute
- 1.5 employees left for the private sector

Employee Retention:

Employee retention remains a central focus of the City's workforce strategy. The City has implemented several initiatives designed to improve employee satisfaction, promote longevity, and enhance professional growth. These efforts include:

- Monthly and/or quarterly meetings with represented labor groups
- Enhanced employee recognition programs
- Ongoing professional development through in-person and online training programs through various professional organizations
- Implementation of a succession plan/career development plan
- Contract awarded for Classification and Compensation Study, including an organizational assessment

As part of its workforce planning and in alignment with AB 2561, the City continues to assess internal practices and workforce conditions to identify and address recruitment and retention challenges. Current areas of focus include:

- Exploring new advertising methods and platforms, particularly hard-to-fill positions in which local talent is scarce.
- Ensuring compensation and benefits remain competitive within the region
- Reviewing recruitment best practices and improving the onboarding experience

The ongoing self-assessment helps the City become an employer of choice, supports organizational resilience, and ensures the effective delivery of public services.

The City is committed to maintaining a skilled and resilient workforce and to complying with the requirements of AB 2561. This report and public hearing fulfill the requirements of AB 2561 and confirm that all represented bargaining units are below the 20% vacancy threshold. The City will continue to monitor staffing trends, address recruitment challenges, and invest in workforce development.

Fiscal Impact:

The cost to prepare this staff report is estimated to be \$662.

Recommended Action:

Hold a public hearing; and

Receive and file this report in compliance with AB 2561.